



Special Event Guidelines

Reserving a Venue

If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to submitting your Citywide Special Event Permit Application.

To ensure you receive all the necessary approvals for use of the proposed venue area, it is important that you provide us with a description of the type of property within your proposed venue boundaries. Examples include: city streets; park land; private or other public agency property; or a combination of these property types. An accurate representation of your entire proposed venue including event activity, production and shuttle areas must be included on the site plan or route map. Written authorization to use any property other than city streets or right-of-ways must be included with your permit application.

CITY STREETS AND PUBLIC RIGHT-OF-WAYS

If your proposed venue is limited to city streets and public right-of-ways, submission of the Citywide Special Event Permit Application serves as reservation of this space. Typically, permit requests for the same venue, or venues that may affect one another are evaluated based on the date a completed permit application is received and traditional event dates. The Special Events Ordinance ranks applications for events hosted by non-profit organizations as priority over events hosted by commercial entities.

PARK LAND AND/OR BEACH PROPERTY

If you plan to hold your event on a city beach or at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park and Recreation Department in order to secure the use of the proposed venue. Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group. Access to the park area by the general public must be available at all times. A copy of your completed Park Use Permit, Special Event Park Use Permit or other reservation document must be included as part of your Citywide Special Event Permit Application. Your Citywide



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Special Event Permit Application is not complete without authorization from the Park and Recreation Department to use the requested venue.

The Park and Recreation Department does not permit special events in Mission Bay Park, Shoreline Parks and Balboa Park from Memorial Day weekend through Labor Day due to the summer event moratorium. A waiver to apply for a special event permit to hold a special event in these parks during the summer moratorium or other moratorium time periods must be obtained from the Park and Recreation Department and submitted with your Citywide Special Event Permit Application. The process to obtain a waiver includes, but is not limited to, presenting the proposed special event to the area park committee and receiving an endorsement for the waiver from the committee with final authorization granted by the Park and Recreation Director. Some events may also require California Coastal Commission review.

OTHER CITY OR PUBLIC AGENCY PROPERTY

If you plan to hold your event on property managed by the City of San Diego Real Estate Assets Department, Water Department, or other city department, and/or other public agency you must contact the city department or other public agency to secure approval for use of the venue site prior to submitting your Citywide Special Event Permit Application. All city department or other public agency approval documents must be included as part of your Citywide Special Event Permit Application.

PRIVATE PROPERTY

If you propose to use private property as a part of your event plans, including production areas and shuttle parking, you must provide authorization as part of your permit application from the property owner to use the property. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.